

INSTRUCTIONS FOR COMPLETING THE **DS-82** FORM FOR AN OFFICIAL PASSPORT

Used to obtain an official passport, if you have a current tourist passport or if you have an expired official/diplomatic or tourist passport that was ISSUED LESS than 15 years ago.

The website you MUST use to fill out the DS-82 form to obtain your official passport is:

www.travel.state.gov

Click on PASSPORTS on the top of the page

Click on RENEW PASSPORT on the left side of the screen.

Click on DS 82 APPLICATION FOR PASSPORT BY MAIL

Click on DS 82 on line

Click on box and SUBMIT

Click on SUMBIT APPLY On Line

Fill out form

Where it asks WHERE DO YOU WANT THE PASSPORT TO BE MAILED, use the Middle East District address, not yours:

201 Prince Frederick Drive
Winchester, VA 22602

Permanent Address: NO – type in your own address.

DO NOT PUT A DEPARTURE DATE OR TRAVEL PLANS

REVIEW – next

CLICK on PASSPORT BOOK FEE \$110.00

There is NO FEE to obtain an official passport.
PLEASE DO NOT SEND MONEY

CLICK on box and SUBMIT

Click on CREATE FORM

PRINT the form; pages 5 and 6 should be printed on separate sheets.
It should have a barcode at the top left and bottom of the form.

Sign and date the form.

DO NOT CROSS OFF ANYTHING or use WHITE OUT

*** The following information is needed in order to type the DD1056 to
distinguish the difference between a tourist and an official ***

FULL NAME:

DATE OF BIRTH:

PLACE OF BIRTH:

GRADE:

JOB TITLE:

SSN:

CURRENT HOME ADDRESS:

ADDRESS TO SEND PASSPORT:

EMAIL ADDRESS:

HOME PHONE:

WORK PHONE:

DESTINATION:

ESTIMATED DEPARTURE DATE:

LENGTH OF STAY:

You will need to Federal Express or mail the signed/dated form, 2
PASSPORT PHOTOS (2"x2"), and the old passport/current tourist to:

Federal Express street address:

US Army Corps of Engineers, MED
Attn: Passport Agent, CETAM-LD
201 Prince Frederick Drive
Winchester, VA 22602

OR

Express Mail mailing address:

US Army Corps of Engineers, MED
Attn: Passport Agent, CETAM-LD
P.O. Box 2250
Winchester, VA 22604

If you have any questions or problems filling out the form, please call
the MED Passport Agent at 540-665-4069, or send an email to
DLL-CETAM-PassportAgent@usace.army.mil